

Southwest Region 2011 Staff College



STUDENT INFORMATION GUIDE



**Lt Col Mark E. Smith, CAP
SWRSC 2011 Director**

Welcome to the SWR Staff College!

You have chosen to be part of the best training Civil Air Patrol has to offer its senior member on the Region level.

The weeklong session will be intense. However, you will have fun and learn to accomplish your mission through your best efforts as a contributing participant in a cohesive group. You will be presented with challenges that will stimulate your thinking and present you with a road map leading to excellent leadership qualities. Your Seminar Advisor and the entire College staff are all resources for you. Just pitch in, participate, do your best, and allow the development process to bring out the best in you!

This Student Information Guide is designed to help answer any questions you may have about the college. Please read it carefully. Certainly, if you have further questions you may contact me using the information on page four in this guide.

Again, thank you for your application to the SWR Staff College. Your staff will do everything possible to make your time at the college a very positive, fulfilling experience for you.

Best Wishes,

Mark E. Smith, Lt Col, CAP
College Director 2011

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WHERE TO BEGIN

CONTACTING THE DIRECTOR:

To correspond with the Director use the following contact information:

U.S. Mail: Lt Col Mark E. Smith, CAP
SWRSC 2011 Director
7916 Woodleaf Drive NE
Albuquerque, NM 87109

Telephone: 505-710-4380

E-mail: director@swrsc.swr.cap.gov

APPLICATION PROCEDURES:

Deadline to apply is **17 June 2011**. By the time you arrive at the College you must have on file with the Director the following items:

- a. CAP Form 17, *Application for Senior Member Activities* (the original or electronic copy showing approval by the Region Commander or his designee)
- b. \$30.00 Deposit
- c. CAP Form 60, *Emergency Notification/Medical Data* (sample - Attachment A)
- d. Information Form (sample - Attachment B)
- e. Your first two assignments (**see page 11**).

All forms are available on the SWRSC webpage <http://swrsc.swr.cap.gov>

- You may not be allowed to register after the stated deadline if you do not have a pre-approved CAPF 17 on file with the college.
- You will be issued a T-shirt at registration. You will be asked to put on the T-shirt for the beginning session on Saturday. You may wear shorts (something your mother would approve of) or casual slacks or jeans. You do not need to wear a uniform to check-in.

CAP FORM 60:

Attachment A to this Guide is a sample copy of CAP Form 60, *Emergency Notification/Emergency Medical Data*. You are to complete a CAPF60 and return to the Director prior to 1 July 2011. If any information changes before the start of College, please bring an updated CAP Form 60 to the College and turn it in at registration.

The college does require walking short distances and some steps into facilities. **If you have any physical handicap, medical needs, or special requirements** not already specified on your CAPF 60 or your information form, please notify the Director as soon as possible to describe the condition. All reasonable accommodation, as far as is practicable, will be made.

BE AWARE: The altitude in Albuquerque is 5,312 feet. Plan to “feel funny” for the first few days you are there. It’s normal but the altitude affects people in different ways. You WILL adjust!

If you bring medical equipment that is sensitive to altitude, you may want to consider having it recalibrated. Sun screen is always a good idea in the Southwest and especially during the summer. Plan on drinking LOTS of water!

CANCELLATION POLICY:

You must send a deposit of \$30.00 and a copy of your CAPF17 to the Director prior to acceptance. In the event you later find that you cannot attend, the following cancellation policy will apply:

- a. 100% refund if the Director **receives** notification of cancellation no later than 17 June 2011.
- b. 50% refund if notification is received by 1 July 2011.
- c. No refund if notification is received after 1 July 2011.

The Director may authorize other exceptions for refunds. If you are faced with medical or other emergencies, you should contact the Director as soon as the problem is known.

COST OF THE COLLEGE:

The total registration fee for the College (excluding billeting, meals and travel) is \$95.00. Your deposit will be credited against the total fee, with the balance due at College check-in. Please plan on writing a check or using cash since we have no way to accommodate credit cards. Your registration fee includes all resource materials, a social mixer, a mid-week barbecue, and the formal Dining Out. It does not include all other meals, personal incidentals, or billeting.

- We will be using the base-dining hall where three meals usually cost less than \$10 per day (cash only-credit cards are not accepted).
- Billeting will be on Kirtland Air Force Base. The cost will be \$39.00 per night (subject to change). They DO accept credit cards.
- You may wish to spend a small amount (typically less than \$5.00) to embellish one or more of your seminar projects. There will also be field trips with your seminars. Costs for these outside activities are not part of the college fee.

WHEN TO ARRIVE:

You should plan on arriving no later than 1200 hours (MDT) on Saturday, 16 July 2011. If you are unable to register between 0900 and 1200 hours on that day, you should contact the Director as soon as possible. Classes begin Saturday afternoon so it is important you arrive prior to that. All late arrivals MUST BE arranged with the Director in advance.

HOW TO GET THERE?

GETTING TO THE COLLEGE:

Transportation to and from Albuquerque is your responsibility. Please complete *The Information Form* (available at <http://swrsc.swr.cap.gov/default.htm> see sample Attachment B), which will show your arrival and departure information. Send it to the Director in time to be received no later than 1 July 2011. If you will require other transportation assistance while in Albuquerque, please note it so suitable arrangements can be made.

If arriving by automobile:

From I-25: At the south end of the City, take the Gibson East (exit 222B) and continue east once you've gotten off the Interstate. Proceed up Gibson past the major intersections of University, Yale, Girard, Carlisle, and Maxwell. At the light at Truman, turn right and enter the Truman Gate of Kirtland AFB.

From I-40: Take the I-25 South exit. Go to the Gibson East exit 222B. You will see two exits for Gibson. The one you want is the second one (exit 222B). There is also a Kirtland Air Force Base sign you may see. It is small. Follow directions above once you turn onto Gibson.

At the Truman gate: You will need to show your military ID or your CAP membership card and your driver's license. Your name will be on a "permitted" list at the gate. You will not be able to get onto the Base unless your name appears on that list.

When approaching any KAFB gate at night, turn your car lights to "park" so that the guard can see your vehicle and its occupants. There is 100% identification after 2000 hours so all vehicle occupants should be prepared to show their identification.

From the Truman Gate: Continue straight on Truman to Randolph Avenue. At the Randolph stop light turn right and proceed west one block to Plumhoff Street. Turn right. You will see Residence Building 918 on your immediate right where the Billeting Office is located. A sign will direct you to the registration desk for college check-in.

If arriving by commercial airline:

You will notify the Director prior to 1 July of your arrival time, flight number, and carrier. Once you have arrived and collected all of your luggage, proceed outside the terminal to the passenger pick-up area and call **505-716-3290** on your cell phone. There will be a CAP van waiting in the "Cell Waiting Area" at the airport which will swing around and pick you up. It will take about three minutes for them to drive to your location. They are NOT allowed to wait in the passenger pick-up area so please be ready to go when you call.

If arriving by corporate aircraft:

Albuquerque's airport is co-located with Kirtland AFB. Visiting CAP corporate aircraft will be permitted to use the Kirtland AFB Aero Club ramp and facilities; however **prior notification is required**. If you plan to fly a corporate airplane to the College and wish to park it at the Aero Club ramp, you must contact the New Mexico Wing Liaison, Mr. Fred Harsany, at least 15 days prior to your arrival and request that he make appropriate arrangements. You may contact Mr. Harsany by phone at 505-846-5420, by fax at 505-846-5418, or by e-mail at CAPLONM@Kirtland.af.mil. Please confirm on your Information Form that you have made appropriate pre-arrangements.

If you arriving by private aircraft:

Please provide your ETA and your destination FBO at Albuquerque International Sunport (ABQ). Private aircraft may park at either of two FBO's on the civilian side of the airport. Both provide one night's free tie-down parking with a purchase of fuel (subject to change). Both charge a fee per night for all succeeding nights. These FBO's are:

<u>Cutter Flying Service, Inc.</u> 2502 Clark Carr Loop SE Albuquerque, NM 87106 Phone: 800-678-5382 or 505-842-4184 Website: http://www.cutteraviation.com/airport-facility-locations/abq-albuquerque-nm/	<u>Atlantic Aviation</u> 2505 Clark Carr Loop SE Albuquerque, NM 87106-3333 Phone: 505-842-4990 Website: http://www.atlanticaviation.com/Locations/ABQ.aspx
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Pilots, be aware of density altitude if you are flying in and out of Albuquerque. Early morning flights are best in the summer months.

NOTE: IF YOUR TRAVEL ARRANGEMENTS CHANGE, PLEASE ADVISE THE DIRECTOR IMMEDIATELY.

DRIVING PERSONAL OR CORPORATE VEHICLES:

You will be permitted to use your personal vehicle while attending the College. However, you will not be permitted to drive either a personal or corporate vehicle for a period of eight hours after drinking any alcoholic beverage. If you do so, you will be asked to leave the College immediately.

If you are traveling to or from the College in a corporate vehicle or wish to use a corporate vehicle while attending the College, you must have in your possession a current CAP Form 75,

Motor Vehicle Operator Identification Card. All corporate vehicles will be subject to rigorous safety inspections upon arrival at the College. Any found to have significant safety deficiencies will be “grounded” until appropriate repairs are made.

COLLEGE CHECK- IN PROCEDURES:

Immediately upon arrival at Kirtland Air Force Base, go to Building 918 report for registration. Be prepared to present your current membership card and, if you are driving a CAP Corporate vehicle, you CAP Driver’s License.

ROOM ACCOMMODATIONS

BILLETING:

- Because this is an in-residence course, you are required to reside on Base. Cost of the room will be about \$39.00 a night (subject to change). Your room assignment will be made during registration. A reservation in your name will be in place at the Billeting Office.
- Rooms are single occupancy (with the exception of married couples), with a private bath. Desks, mini-refrigerators, microwave ovens, coffee maker, plastic coffee cups, linens, towels, hand towels, washcloths, bath mat and clock radios are furnished in each room.
- Housekeeping will make up your room daily but you will be expected to keep your room neat, clean, and presentable. You will be expected to leave your room in a clean and orderly condition when checking out. You will not make the bed. We are guests of the Air Force and are expected to leave its facilities in the same condition as when we moved in. A gratuity, either daily or end of the week, for the Housekeepers is appropriate.

NOTE: The possibility always exists that the USAF may need to cancel our use of billeting, dining, and/or classroom facilities. If this were to happen, you will be notified as soon as possible of alternate billeting and classroom arrangements. If it becomes necessary to cancel the College, your deposit will be totally refunded. Kirtland AFB has never "bumped" a CAP activity, but it reserves the right to do so.

INTERNET ACCESS AND PHONES:

Each room has a telephone land line and wireless internet access. Local phone calls are free. There is a charge for long-distance calls.

COMPUTERS:

Each seminar will have access to a computer and a common printer. Seminar project work will require some word processing and document generation. Be aware any personal file saving devices can be infected by these computers. Flash drives (thumb drives) will be provided by the college. You may bring a portable computer and/or printer for your personal use if you wish.

EMERGENCY COMMUNICATIONS AND CONTACTS:

A 24-hour cell telephone will be maintained to handle emergency incoming calls during the College period (16-22 July). Calls of an emergency nature to the cell phone will be gladly accepted. **The 24-hour cell phone number will contact the Director and is 505-710-4380.**

Emergency messages may be called to the New Mexico Wing Headquarters Number also, 505-268-5678, but will be answered during normal business hours 0800-1700, **Monday through Friday** only. You may bring a personal cell phone. Be advised the cell phone will be turned off during class time.

If it is necessary for you to receive mail during the college period, you may use New Mexico Wing Headquarters as a mailing address (e.g.; SW Region Staff College, c/o Headquarters, New Mexico Wing, Civil Air Patrol, P.O. Box 5069, Kirtland AFB, NM 87185-5069). Notify your Seminar Advisor of the expected mail for pick up. You should also alert the New Mexico Wing Administrator at 505-268-5678.

WHERE DO WE EAT?

DINING FACILITIES:

An Open Mess is provided in the "Thunderbird Inn" which is located at 1351 First Street on the east side of the Base. You may purchase all meals there. Since the SWRSC activities are on the west side, transportation to and from the Mess will be provided at all meal times. Remember, meals are not included in your College tuition or billeting costs. Depending on how much you eat, it is estimated that you will spend less than \$10 per day for all three meals eaten at the Mess. Meals **must be paid for with cash.** No credit cards are accepted at the Dining Hall.

You may wear civilian clothes into the Mess on the weekends and after 1700 on week days. During the week (M-F) during crew duty hours (0800-1700) you **MUST** be in uniform to enter the Dining Hall. Open-toed sandals are not allowed in the dining hall at any time.

Hours of service at the Open Mess (subject to change) are:

WEEKEDAYS	SATURDAY AND SUNDAY
Breakfast	0600 - 0800 hours
Brunch	0800 - 1300 hours
Lunch	1100 - 1300 hours
Supper	1700 - 1900 hours
Dinner	1600 - 1930 hour
Midnight	2200 - 2400 hours

There are commercial eateries immediately off the Base.

WHAT DO WE WEAR?

UNIFORMS:

NOTE: There will not be a CAP Bookstore at the College. It is most important that you plan ahead carefully before coming to the College. Review CAP Manual 39-1 and order any uniform items you need well in advance of the date you plan to leave for Albuquerque. Uniform standards are strictly enforced.

FOR DAILY CLASS ROOM ACTIVITIES

You will be expected to be in uniform as prescribed in CAP Manual 39-1, *CAP Uniform Manual*. Acceptable Classroom uniforms are:

- the military style (USAF) blue service uniform (blue trousers/slacks or skirt and short sleeved shirt/blouse without tie) **OR**
- the CAP distinctive white aviation shirt in combination with gray slacks for men and either gray slacks or skirt for women **OR**
- the blue slack/skirt, white aviator shirt, gray epaulets, gray nametag combination. (see Interim Change Letter dated 16 February 2010)

With the blue service uniform and the blue CAP uniform, you will wear the regulation flight cap with CAP insignia when outdoors. **If you do not meet weight or grooming standards**, you must wear either the white aviator shirt and gray trouser/slacks or skirt combination or the blue CAP uniform(see Interim Change Letter dated 16 February 2010) . No knit shirts or BDU's will be worn.

Proper wear of the uniform, including epaulets, grade insignia, aviation badges, shoulder patches, and nameplates, will be a matter of special interest throughout the college. You will be informally inspected if and when a need becomes apparent. **Ribbons will not be worn at the College except during the graduation ceremony.** If you can, please plan to bring more than one uniform. It can get quite warm in Albuquerque and time available for cleaning clothes is limited.

WHAT TO WEAR TO THE DINING OUT

Proper attire for the function is:

The Mess Dress Uniform for both women and men;

OR

- Women: cocktail or evening attire or the CAP formal blazer combination
- Men: The CAP formal blazer combination, business suit, or other formal wear. Men **MUST** wear a coat and tie.
- Class A uniforms may not be worn to the Dining Out.
- It is not necessary to have the Mess Dress Uniform but if you already have one, you are welcome to wear it. You must meet the height and weight standards to wear the Mess Dress. Descriptions and illustrations of various uniforms are included in CAPM 39-1, CAP Uniform Manual.

CASUAL CLOTHES

Casual clothes will be worn on several occasions during the college and at the end of the crew duty day. These may include shorts, sandals, T-shirts and sneakers. Casual clothes must be in good taste. Remember, open-toed sandals are not permitted in the Dining Hall.

LAUNDRY:

Washers and dryers are available in the dormitories. A SWRSC community supply of scent-free detergent and scent-free softener sheets will be available for your use during the college. Irons and ironing boards are available in each dormitory room. There is no charge to use the laundry facilities. They can be accessed 24-hours a day.

FIREARMS:

Firearms or any explosive devices are strictly forbidden on base. Do not bring any firearms with you. **If firearms are found on your person or in your vehicle, you will be asked to leave the college and KAFB immediately.**

SMOKING:

If you smoke, you may do so only in designated areas out-of-doors. There is no smoking in common areas indoors or in dormitory rooms.

STORES/SHOPPING ON THE BASE:

A copy of a Military Support Authorization (MSA) will be issued to you upon registration. It will entitle you to limited access and purchase privileges at various base stores. These will include the mini-malls, Base Exchange (not the Commissary), and military clothing sales. Remember, that CAP distinctive uniform items cannot be purchased at Base facilities.

ABOUT THE COLLEGE

DURING THE CREW DUTY DAY

While we are in uniform during the crew duty day (Monday through Friday) we will address each other by our rank and last name. This is strongly encouraged to reinforce respect for one another and is good practice.

CURRICULUM:

The curriculum is designed to increase your ability to communicate effectively, to build teams or workgroups, and to solve problems encountered in daily CAP operations. You'll receive specially tailored courses from both Air Force instructors and CAP officers designed to help you meet these objectives.

COURSE SCHEDULE:

You will be provided with a detailed curriculum schedule at the time of registration. The College will assemble at 0750 hours. After a few minutes of College business and announcements, lectures and classes will begin promptly at 0800. There will be a ten-minute break during each class hour. Lunch break will be from approximately 1150 to 1300 hours. Afternoon sessions may be in the presentation center or in your seminar rooms, as dictated by the schedule, and will conclude at approximately 1700. Before and after dinner you will work on activities, projects and assignments as determined by your seminar.

It is imperative that you be on time to your classes and other activities. Chronic abuse of the time schedule could lead to you being asked to leave the college.

CLASSES:

Air Force instructors will present lectures on many topics, adapting, in the time available, their regular course material to CAP culture, demographics, and life experience. Senior CAP or CAP/USAF personnel will present CAP specific material. Small group exercises will provide an opportunity to practice most of the techniques presented in lecture.

SEMINAR PROCESS:

You will be assigned to a seminar (group). This small group of students will become a distinct unit for the duration of the college. Your assignment to a particular seminar is determined by a number of factors including your duty assignment, past CAP experience, home unit, prior training experience, and computer expertise. Married couples attending will be assigned to different seminars and will act as independent individuals throughout the duty day and for the duration of the college.

SEMINAR ADVISORS:

Each seminar will have an advisor. The advisor is a former student or staff member of the College. The purpose of the advisor is to serve as a resource for you, individually, and the seminar as a group. He or she is not a group leader and will not make decisions for the seminar.

SPECIAL PROJECTS:

During the College, you and your fellow seminar members will be required to participate in several special projects. The projects serve as vehicles for the application of the College lessons on planning, team building, and problem solving. They are the "lab" courses that go with the lectures. The results of the projects will be graded. Grades will become part of the

total evaluation for awards at the end of the College.

CAP REGULATIONS:

Although it is not required, you may find it beneficial to bring with you or have access to copies of:

- CAPR 10-1, *Preparing and Processing Correspondence*
- CAPM 39-1, *Civil Air Patrol Uniform Manual*
- CAPM 39-1, *Uniform Change Summary*
- CAPR 900-2, *Use of Civil Air Patrol Name, Seal, and Emblem; Etc.*

Although it is not required to bring other publications, you may bring or have access to, as reference material, copies of:

- CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
- CAPR 50-17, *CAP Senior Member Training Program*
- CAPP 3, *Guide to Civil Air Patrol Protocol*

Electronic versions of regulations, forms and manuals, can be obtained by downloading them from the CAP National Headquarters web site <http://members.gocivilairpatrol.com/>.

YOUR FIRST ASSIGNMENT:

Your first project for the College is preparation of a CAP Official Memorandum-Style letter in accordance with CAP Regulation 10-1, *Preparing and Processing Correspondence* (1 October 1996 with changes).

- Compose a one-page letter as though you are writing from the headquarters of your wing to another CAP unit. Write about an official action of some kind. Using the format specified in the regulation, include references to attachments, courtesy copies, and distribution. Pay special attention to format, heading, spacing, accuracy, and neatness.

This project is required for completion of the College, will be evaluated by college staff personnel, and will form part of your personal and seminar evaluations. Submit your Memorandum Style letter before 1 July to the Director via either U.S. mail as listed on Page 1 or by e-mail to (director@swrsc.swr.cap.gov) It must be in either Microsoft Word format or printed into a .pdf format.

YOUR SECOND ASSIGNMENT:

YOUR PERSONAL BIOGRAPHY - In order to make the best seminar assignments and provide helpful information to the College, you are asked to write a one page biography. Include information about your CAP duties, unit, hometown, birthday, hobbies, and any other information that will help us get to know you. Please send the biography along with the other forms to the Director via either U.S. mail as listed on Page 1 or by e-mail to (director@swrsc.swr.cap.gov) no later than 1 July. The document must be in either Microsoft Word format or printed into a .pdf format.

THE FUN STUFF

GRADUATION:

There will be a formal graduation ceremony for those who successfully complete the College on Friday afternoon. It is anticipated that the Southwest Region Commander will present the diplomas. We expect numerous Wing Commanders and other distinguished guests to attend this ceremony. Your personal guests are welcome to attend the graduation.

AWARDS:

Based on individual and seminar participation and project quality, several awards will be made at the Dining Out. These include Best Military Letter, Best Speaker, Outstanding Student, Outstanding Seminar as well as other awards designated by the Director.

DINING OUT:

One of the requirements for graduation is participation in the College's graduation dinner, or Dining Out. This is a very formal part of the College and will be held Friday evening. At some time during the College, you will be supplied with a complete outline describing this exercise. For a list of proper attire for this function, please see the uniform section of this guide.

The cost of the banquet for you is included in your College registration fee. You may invite a guest(s) to the Dining Out. Guest tickets are available for approximately \$30 per person. You will be asked early in the week if you intend to have a guest.

MESS PRESIDENT AND MR. / MADAM VICE:

Your seminar will be asked to nominate candidates to serve as President and Vice President (known as Mr. or Madam Vice) of the Mess for the Dining Out. The President directs the activities and rules the Mess, while Mr. or Madam Vice seeks, with articulation and wit, to enforce the decorum of the Mess. Give careful consideration to your recommendation, for these nominees will play key roles in ensuring that your graduation banquet is fun, is a success, and presents the best image of the College and student body to the honored guests.

DEPARTURE

DEPARTURE FROM THE COLLEGE:

Departure is scheduled for Saturday morning. Out-processing will begin at approximately 0800. All students and staff must sign out no later than 1100 hours. If you need to check out before 0800 you will coordinate with your Seminar Advisor.

Departure Friday night following the Dining Out, although not encouraged, will be permitted if deemed safe. If you wish to leave Friday night, consult your seminar advisor who will handle your out-processing prior to the Dining Out.

FINAL WORD:

Don't forget to send the following documents to the Director in time to be received no later than 1 July 2011.

1. CAP Form 60, *Emergency Notification/Emergency Medical Data*
2. *Information Form with Arrival/Departure Information*
3. Your Biographical Sketch
4. Your CAP Official Memorandum Style letter

See You in July!

PERSONAL INFORMATION				
LAST NAME		FIRST NAME	MI	CAP RANK
ADDRESS		CITY		STATE AND ZIP CODE
CIVIL AIR PATROL UNIT INFORMATION				
UNIT CHARTER NO.	UNIT NAME		UNIT LOCATION (City and State)	
UNIT COMMANDER'S NAME		CAP RANK	TELEPHONE (Weekdays) AC: NO.	
ADDRESS		TELEPHONE (Nights & Weekends) AC: NO.		
PERSON TO NOTIFY IN CASE OF EMERGENCY				
NAME (Mr., Mrs., etc.)		RELATIONSHIP	TELEPHONE (Weekdays) AC: NO.	
ADDRESS		TELEPHONE (Nights & Weekends) AC: NO.		CELL PHONE

CAP FORM 60, DEC 03

Previous editions will not be used after 31 Mar 04

OPR/ROUTING: LMM

EMERGENCY MEDICAL DATA

PERSONAL PHYSICIAN _____ PHONE _____

PHYSICIAN'S ADDRESS _____ CITY _____

BLOOD TYPE _____

PERTINENT MEDICAL DATA (Allergies, Diseases, Chronic Illnesses, medications, etc.)

CAP FORM 60, DEC 03

REVERSE

Southwest Region Staff College Information Form

CAP ID#:		Unit Charter #:		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Rank:	First Name:	MI:	Last Name:		
Mailing Address:					
City:		State:		Zip:	
Home Phone : ()			Cell Phone : ()		
Email address:					
<input type="checkbox"/> Student <input type="checkbox"/> Staff Staff position:					
Will you be bringing a digital camera? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Your T-Shirt size: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/>					
ARRIVAL/DEPARTURE INFORMATION					
POA -Privately Owned Aircraft COV -Corporate Vehicle POV -Privately Owned Vehicle GOV -Gov't Vehicle					
Departure Point (City, State):			Method of Travel:		
Estimated Time Departure-date/time:			Estimated Time Arrival-date/time:		
I will be traveling with:					
ARRIVAL/DEPARTURE INFORMATION					
CAC -Commercial A/C COA -Corporate A/C					
Arrival Date:		Arrival Time:		COA-will be parking at:	
Airline:		Flight:		Date/time:	
Departure Date:		Departure Time:		COA-will be leaving from:	
Airline:		Flight:		Date/time:	
NOTE: For ALL commercial flights and ALL corporate flights, please see airport pick-up procedure in Student Guide.					
Do you require any special physical accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No				If Yes, please note below and on your CAPF60	
Will you have guests for the Dining Out? (Must be Military/CAP/or Dependents) <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, their name(s):					
Other information you think we need to know:					